

The purpose of this data collection is to expedite the application for the eligibility of the USDA Free Lunch benefit program. Instead of the traditional eligibility requiring a parent to fill out a paper application, direct certification allows the state agency to match school district enrollment with food stamp or TANF (Temporary Assistance for Needy Families, the successor to AFDC) recipients and "directly certify" students for free lunches. Direct certification is an administrative time saver and may identify students who would otherwise not be identified. Additionally, direct certification records are excluded from the routine auditing process.

Audience:

Participation in Direct Certification is voluntary for public schools, accredited nonpublic schools, and charter schools at this time. Several corporations are currently participating in this data collection project. This will be a mandatory collection by the 2007-2008 school year.

Although the student data collected may already exist in the Application Center, the timing of this collection and the data contained is based solely on the data provided by the user. Certification starts earlier each year, therefore the rollover of student data from elementary to junior high, etc must happen at the local level.

Instructions:

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.

The collection period will begin on July 6, 2007 and will be updated once a month with current data from FSSA until July of 2008. During this time you can submit the file to retrieve any matches by the traditional match or by Student Test Number (STN).

References:

For more detailed information on Direct Certification and explanation of Traditional and STN Match, please review the following document:

<http://doe.state.in.us/food/schoolnutrition/cnpbenefitforms.html>

Direct Certification Data Layout – INPUT for Traditional Match Direct

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric Required Field: YES	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999 Required Field: YES	Corporation where the student is enrolled
3	School Number	4	State Assigned School ID Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-Public = A235 Required Field: YES	School building where the student is enrolled
4	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: YES	
5	Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: YES	
6	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: NO	

7	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z Required Field: NO	
8	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099 Required Field: YES	
9	Social Security Number	9	Data Type: Numeric Required Field: NO	
10	Address – Street	30	Data Type: Alpha-Numeric Required Field: YES	
11	Address - City	20	Data Type: Alpha Required Field: YES	
12	Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Required Field: NO	
13	Address - Zip Code	9	Data Type: Numeric Required Field: NO	Use 5- or 9-digit zip code
14	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters Required Field: YES	A student ID that, the corporation has assigned, is unique to the school building and will be used instead of the STN Number.
15	Guardian Last Name	25	Data Type: Alpha Required Field: NO	
16	Guardian First Name	20	Data Type: Alpha Required Field: NO	
17	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha Required Field: NO	
18	Guardian Whole Name	35	Data Type: Alpha Required Field: NO	
19	Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12	

			13 = Grade 12+/Adult Required Field: YES	
20	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student Required Field: YES	
21	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space Required Field: NO	

Data File Formats:

Comma Delimited Format

Due to space restrictions EIS was unable to provide you with Comma Delimited examples. Ensure that you've included all 21 fields as required by the data layout, each field separated by a comma.

Positional Format

Due to space restrictions EIS was unable to provide you with Positional Format examples. Ensure that you've the exact length of each field for 21 fields as required by the data layout.

Extensible Markup Language (XML)

Certification– INPUT for Traditional Match

```
<XIF_DCData>
  <Corporation Id="">
  <School Id="">

    <Student> <Name Last="" First="" Middle="" Suffix=""/> <Address Street="" City="" State="" Zip=""/>
      <Birth Date=""/> <DirectCertificationInfo GradeLevel="" County="" SSN=""/> <SchoolUse
        StudentID="" GuardLastName="" GuardFirstName="" GuardMiddleName=""
        GuardWholeName="" STN=""/>
    </Student>
  <Match Char=""></Match>
</School>
</Corporation>
</XIF_DCData>
```

Direct Certification Data Layout – OUTPUT

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Submitted County	2	Data Type: Numeric Valid Range: 00-99	
2	School submitted Corporation Number	4	State Assigned corporation number	
3	School Number	4	Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9'	
4	School-Submitted Corporation Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	This field is for corporations that use a student ID for their own purposes other than

				the STN Number.
5	STN	9	Data Type: Alpha-Numeric 9-digit Student Test Number	
6	School-Submitted Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
7	School-Submitted Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
8	ICES Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	School-Submitted Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
10	ICES Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
11	School-Submitted Suffix	3	Data Type: Alpha Valid Range: A-Z	
12	School-Submitted Birth Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
13	School-Submitted Address – Street	30	Data Type: Alpha Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space 0-9	
14	ICES Address – Street	30	Data Type: Alpha-Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space	
15	School-Submitted Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
16	ICES Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
17	School-Submitted Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Valid Range: A-Z	
18	School-Submitted Address - Zip Code	9	Data Type: Numeric Valid Range: 0-9	
19	School-Submitted Social Security Number	9	Data Type: Numeric Valid Range: 0-9	
20	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
21	ICES Assistance Type	1		

22	Hard/Soft Match	1	Data Type: Alpha Valid Range: H, S	Indicates whether the match was exact
23	Certification Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
24	School-Submitted Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 13=Grade 12+/Adult	
25	Guardian Last Name	25	Data Type: Alpha	
26	Guardian First Name	20	Data Type: Alpha	
27	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	
28	Guardian Whole Name	35	Data Type: Alpha	
29	Match Month	2	FSSA Data used in matching names was current as of this Month.	
30	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space *This optional field allows you to classify records into user specific categories	

Output Data File Formats:

Comma Delimited Format

Thirty fields (30) separated by comma in order as described by the data layout.

Positional Format

Thirty fields (30) containing the exact length of each field and order as described by the data layout.

Extensible Markup Language (XML)

Direct Certification - OUTPUT

```
<XIF_DCData>
  <Corporation Id="">
  <School Id="">

    <Student STN="" > <Name Last="" First="" IcesFirst="" Middle="" IcesMiddle=""
      Suffix""> <Address Street="" IcesStreet="" City="" IcesCity="" State="" Zip="">
    <Birth Date=""> <DirectCertificationInfo GradeLevel="" County="" SSN="">
    <SchoolUse StudentID="" GuardLastName ="" GuardFirstName=""
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GuardMiddleName=""
GuardWholeName="" STN="">
<IcesMatchInfo CaseNumber=""
AssistanceType="" MatchType=""
CertDate="" Matchmonth=""
MatchChar="" > </Student>
</School> </Corporation>
</XIF_DCData>

```

Change History

Version	Change History
07.07.07	Dates changed for 2007-2008 collection. Added notes on comma delimited and positional file layouts.
	Start of 2007-2008 Collection
08.14.06	Field 30 changed to field 21 on the input file.
06.02.06	Field 30, Special Match Characters added to the input and output file.
07.06.05	Corrected XML tags Corporation ID and School ID on the input file
06.22.05	Field 29, STN removed from the OUTPUT file. Field 5 was also STN number.
05.13.05	Match Month, field 30, added to the output file.
05.03.05	Data layout changed to include STN Number, Audience added, Instructions added
05.21.03	Original layout